



# 2008 SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

*This is only an application. This form is not a permit. Completing and submitting this application does not confirm your date nor signify any intention by the DCR to approve this application. If the application is approved, a permit will be mailed to you. If the application is not approved you will receive notification by mail.*

## How do I apply for a permit?

### STEP #1

Complete all fields on the Special Use Permit application.  
Attach any additional information such as route maps, site set up diagrams, listing of vendors, vehicles and anything else that you need to expand on.

### STEP #2

Return the Special Use Permit application with a check or money order for \$17.00 (non refundable) application fee at least 45 days prior to the actual event date. Money orders or checks should be made payable to the Commonwealth of Massachusetts/DCR. Credit cards and cash are not accepted.

### STEP #3

Mail applications to:

**The Department of Conservation and Recreation  
Attention: Special Events Department  
251 Causeway Street, 9<sup>th</sup> Floor  
Boston, MA 02114**

## What happens next?

1. A DCR event coordinator will review and forward your application to all appropriate parties including, site supervisor, park rangers, State Police etc. for review. If your event requires any additional costs, you will receive an invoice for this amount which must be paid prior to your event.
2. You will receive written confirmation from the DCR within 2 weeks of receipt of your application.
3. You must secure and submit a Certificate of Liability Insurance. The Department of Conservation and Recreation must be named as additional insured for the date and location of your event with a minimum amount of liability of 1 million dollars. Please forward your insurance certificate to the DCR upon receipt.
4. Your permit will be mailed and/or faxed to you. Due to the many changing components of an event, often Special Event Permits are often issued only a few days in advance of your event.

### **Important Information**

- ❖ Alcohol cannot be consumed, or given away on DCR property.  
*304 Code of Massachusetts Regulations 12.06- Alcoholic Beverages Prohibited*
- ❖ No alcohol or tobacco sponsors are allowed.
- ❖ Setting up of tents/staging, scaffolding, certain inflatables will require approval from the Massachusetts Department of Public Safety.



# DEPARTMENT OF CONSERVATION AND RECREATION

## Department of Special Events

251 Causeway Street, Suite 600, Boston MA 02114

### 2008 SPECIAL USE PERMIT APPLICATION

Application Fee \$17

for office use only:

PERMIT NUMBER

CHECK NUMBER

EVENT DATE(S):

PARK NAME: \_\_\_\_\_

LOCATION REQUESTED: \_\_\_\_\_

(Current site set up maps, road closure plan, walk and run route maps **MUST** accompany the application)

Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Event Website \_\_\_\_\_

Email Address# \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

TYPE OF EVENT (CHECK ALL THAT APPLY)

Run/Walk \_\_\_\_\_ Festivals \_\_\_\_\_

Boating/Swimming \_\_\_\_\_ Concert \_\_\_\_\_

Other(specify) \_\_\_\_\_

\_\_\_\_\_

	DATE(S)	START TIME	END TIME
Event Set Up			
Registration			
Event			
Clean Up			

**ALL SPECIAL USE PERMITS REQUIRE A CERTIFICATE OF LIABILITY INSURANCE. THE CERTIFICATE MUST NAME THE DEPARTMENT OF CONSERVATION AND RECREATION AS ADDITIONALLY INSURED FOR THE DATE AND LOCATION OF YOUR EVENT. YOUR CERTIFICATE DOES NOT HAVE TO BE SENT WITH THIS APPLICATION, BUT MUST BE SUBMITTED PRIOR TO YOUR PERMIT BEING ISSUED.**

EVENT DATE:

Co./Org:

Permit #:

DESCRIBE YOUR EVENT IN DETAIL. ATTACH 2008 SITE SET-UP MAPS, WALK AND RUN ROUTE MAPS WITH WATER STOPS/CHECK POINTS AND DESCRIPTIONS, ROAD AND LANE CLOSURE PLAN.

**Please indicate whether the following items pertain to your event:**

YES	NO	Does your event require electricity? If yes - are you bringing a generator? _____ If yes - are you <b>REQUESTING</b> a DCR power source? _____ <b>(may require additional DCR staffing charge)</b> If yes- what is the electricity for? _____
YES	NO	Are you placing portable toilets? If yes - what company _____  What date and time are they being delivered? _____  What date and time are they being picked up? _____
YES	NO	If available-Do you <b>REQUEST</b> the use of DCR Restrooms? <b>(may require additional DCR staffing charge)</b> If yes - what time do you want them open? _____ Closed? _____
YES	NO	Are you placing any tents or other structures at your event? (note: tents larger than 10x10 require Dept. of Public Safety approval.) If yes-what is the name of the tent company? _____ Set-up date & time _____ Removal Date & time _____
YES	NO	Are you setting up any stages? (all stages require Dept. of Public Safety approval.) If yes-what company? _____ Set-up date & time _____ Removal date & time _____
YES	NO	Are you serving any refreshments? If yes-What are you serving? _____
YES	NO	Are you <b>REQUESTING</b> to have any vendors? (Food, fire & health permits required) If yes -- Please list vendors and items for sale on a separate sheet
YES	NO	If your event is a walk or run, will you have any waterstops/checkpoints? If yes-must include a map with the locations.
YES	NO	Are you <b>REQUESTING</b> a road closure? Location _____
YES	NO	Are you <b>REQUESTING</b> a lane closure? Location _____

**\*\* NOTE: All "REQUESTS" must have DCR approval and may require additional charges.**

**SIGNATURE OF APPLICANT**

**DATE**

(applications will not be processed without a signature)